

# Templates

## CV Template

This CV template details the pertinent information you need to supply us with when applying to register with PADI's RTO (#6729). You do not have to present your credentials in this format however please ensure that as a minimum you include the below information in your submission. This will ensure the registration process is quick and efficient, meaning you will be out teaching as soon as possible.

Instructor Name and No.:

Date of Birth (dd/mm/yy):

**NOTE:** please download and attach a copy of your PADI credentials and student cert counts from PADI Pros website > My Account

### Qualifications:

PADI Instructor level: Renewed for: Teaching Status: YES / NO

Professional Insurance: Expiry:

EFR Instructor level: Renewed for: Teaching Status: YES / NO

FAW Instructor level: Renewed for: Teaching Status: YES / NO

Current CPR/FAW on file YES / NO (provide date of most current refreshers)

PADI Specialties (see **NOTE**):

Provider-level oxygen credentials:

Cert IV TAA/TAE dated: Organisation: Expiry Date: \_\_\_\_\_

Other Qualification Level: Organisation: Expiry Date: \_\_\_\_\_

### Training and Assessment Experience:

How many courses have you delivered in the past 5 years? Include EFR, PADI and other training organisations as well as all workplace accredited Units of Competency.

Course/ Unit of Competency Name	No of Students
PADI Open Water Diver	
PADI Advanced Open Water Diver	
PADI Rescue Diver	
PADI Divemaster	
PADI Specialties	
Others:	
Others:	
Others:	

# Templates

- Your CPR, LVR and oxygen administration skills must be refreshed every year
- Your First Aid at Work knowledge & skills must be refreshed every three years
- Organise a peer review and use below template to document your currency – this must be on file at PADI's RTO *before* expiry date of your previous assessment

To: PADI Asia Pacific / RTO  
[instructors@padi.com.au](mailto:instructors@padi.com.au)

< **Date** >

Dear Sir/Madam,

I hereby confirm that < **name and # of peer Instructor** > is current and has refreshed their < **CPR, LVR or FAW or AO2** > skills and knowledge on < **date** > under my supervision. Please use this statement to document that < **name** > meets the Emergency First Response First Aid at Work < **and/ or PADI Administer Emergency Oxygen** > currency requirement.

Sincerely,

< **signature** >

< **Name and #** of a current EFR FAW or PADI AO2 Instructor or other qualifying rating\* >  
< \* *provide evidence of assessor qualification of not an EFR or PADI Admin O2 Instructor* >

- **Template DISCLAIMER for clearance to work with children** (use only if you do not intend to teach any persons under 18 yrs of age):

To: PADI Asia Pacific / RTO  
[instructors@padi.com.au](mailto:instructors@padi.com.au)

< **Date** >

Dear Sir/Madam,

I \_\_\_\_\_ confirm that I have no intention of accepting any person under the age of 18 years into any of my training courses.

If my circumstances change, I will immediately notify PADI's RTO (ID#6729) in writing of the change to accept minors into my training courses.

I therefore understand that I \_\_\_\_\_ must obtain the appropriate Working with Children clearance and supply a copy to PADI's RTO before engaging in the training of people under the age of 18.

Sincerely,

< **signature** >

< **Name and #** of registering PADI/ EFR Instructor >